

**Healthcare Access Coalition
Interim Coalition Coordinating Committee Meeting Minutes
October 26, 2006**

The following committee members were present:

Barbara Brookmyer
Julie Gilbert
Monica Grant
Pat Hanberry
Leigh Joos
Brenda Lee
Margaret Nusbaum
Brian Scott
Mike Spurrier
Tom Werner
Jim Williams

Logistics:

The members of the committee each introduced themselves, since this was the first formal meeting of the group.

The name of Interim Coalition Coordinating Committee was officially selected and agreed upon for the committee.

The committee discussed the fact that this interim group was formed for a period of about 6-9 months with the intention of creating a more formal structure at the end of that timeframe. This may possible allow for a leader to emerge from the entire Coalition group.

The group was in agreement that not everyone from the entire Coalition Group could be represented on this committee even though concerns had been brought to Workgroup Chairs by some Coalition Members. This would simply result in the committee becoming too large and that was the reasoning behind the Workgroup Chairs holding a seat on the committee.

Mike suggested conducting an annual meeting based on the fiscal year ending in July and creating a formal Steering Committee at that time.

It was agreed by the group that a standing agenda item for future meetings should be "Reports from Committees".

Nominations for Interim Coalition Coordinating Committee:

The group decided to ask for volunteers for the positions of Chair, Vice Chair and Secretary.

Monica shared with the committee that she felt the leader will be representing an agency, which will require a big commitment and he/she will need to allow for room in his/her current job description . In addition, she felt strongly that this individual will need the support of the entire committee present today.

Pat reminded the group of the importance of having the FCHD and FMH visible in this project as well.

The committee members strongly expressed the desire to understand the duties and responsibilities of the positions. It was agreed by all committee members that at a minimum, there should be a “go to” person for the next six months. This person would be the “facilitator” of the group.

Brenda suggested defining the position descriptions of the Chair and Vice Chair at the next large Coalition Meeting.

The volunteers for each position are listed below:

Facilitator	Monica Grant
Co-Facilitator	Jim Williams
Secretary	Julie Gilbert
Note takers	Mike Spurrier
	Barbara Brookmyer

Due to the limited hours that remain for Julie under the contract, the group decided that she would no longer attend the Interim Coalition Coordinating Committee meetings and solely provide administrative support to prepare for upcoming Coalition Meetings. Thus, Mike offered to record the minutes at future meetings and Barbara volunteered as his backup.

Mission/Vision of Interim Coalition Coordinating Committee:

There was discussion among the committee members as to whether the main function of the committee would be as a decision-making or coordinating body.

The group decided that by-laws would need to be established and it was discovered that the majority of committee members have previously been involved in developing by-laws.

The committee created the following outline to serve as its work plan:

1. Develop Draft By-laws
 - a. Structure of Coalition
 - b. Name
2. Coordinate Committee's Work
3. Foster Communication among Committees
4. Decision Making
 - a. Administrative
5. Facilitate
6. Development of Draft Mission/Vision Statement
7. Communication with Larger Community/Media
8. Organize Ourselves

The members of the committee decided to present a half dozen statements to the entire Coalition Group in an effort to begin the selection process of a mission/vision statement as well as to receive input from the group.

The group agreed that it was more important to develop the by-laws and put the policy on hold at this time. They decided to draft the by-laws with input from each of the four Workgroups.

Mike offered to send a sample copy of the by-laws of the Frederick Coalition for the Homeless to each committee member for review.

Barbara will obtain samples of Allegheny and Carroll County Coalition By-laws for use by the group.

Brenda offered to forward the requirements for 501C-3 to each committee member and anyone else who obtained by-law information was asked to distribute it to each member of the group.

Communication:

The committee decided that Julie would email the meeting minutes to the Interim Coalition Coordinating Committee members and each Workgroup Chair would then send them to their Workgroup members along with a note regarding the committee's name change.

Respectfully submitted,
Julie Gilbert, Administrative Assistant

**The next Interim Coalition Coordinating Committee Meeting will be held on Friday,
November 17, 2006 from 10:30-12:00 pm**